

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
SUPPLEMENTAL APPLICATION

AIR QUALITY PROGRAM MANAGER
COMPLIANCE & ENFORCEMENT DIVISION

OPEN: August 8, 2008

CLOSE: August 28, 2008

Individuals who apply for this position must respond to each of the following questions and return their responses to the Human Resources Office along with their official District application no later than the time and date specified in the vacancy announcement. The responses to the supplemental application questions will be used in accordance with the procedures indicated under the Selection Process in the vacancy announcement.

Instructions: Please respond to each of the following questions. Please limit your responses to one page per question. Do not combine your responses, or reference your application, resume, or any other requested documentation that you have included with your application packet to answer a question. You must provide the following for each question regarding your experience: the name of the employer where you gained your experience, your job title, length of time in years/months performing the specific function and detailed examples that illustrate your duties and responsibilities. Be advised that the information you provide will be evaluated as is and incomplete or illegible applications will likely receive lower ratings. Therefore, it is very important to provide a concise, organized, and easy to follow response to each question.

1. Please describe your education that qualifies you for this position. Include your area of study and any degree(s) received along with a listing of major coursework and the associated number of semester/quarter units completed.
2. Please describe your experience in developing and administering environmental programs to promote quality, consistent, and timely work products related to regulatory compliance. Provide specific, detailed examples and explain how modifications were implemented and how the work product was improved as a result of your input. Indicate the scope of your involvement.
3. Please describe your lead or supervisory experience in developing, implementing, and administering environmental programs. List the positions you led or supervised. Describe your overall role and responsibility. Provide specific, detailed examples that illustrate your experience setting performance standards and methods you used to ensure work products met those standards. Indicate your role in setting the standards and the number of years you led or supervised the positions.
4. Please describe your experience budgeting, expenditure tracking, and containing costs. Include: specific, detailed examples of methods used; the organization(s) where you gained the experience; the duration of the responsibilities; and the total funds managed or supervised.

Please return this signed form attached to your responses.

I certify that the information provided on all application materials is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

SIGNATURE: _____

DATE: _____